

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF FLORIDA**

**Title:** **Building Manager**  
United States Courthouse, Pensacola, Florida

**Position Grade:** JSP 11, 12, 13 ( \$43,326 to \$80,279) ( JSP is equivalent to a GS schedule. All federal benefits apply. This is not a civil service position.)

**Deadline:** Open until filled. Estimated start date 1/1/2002

**Overview:**

This position has responsibility for the management of space and facilities utilized by the Court and other agencies in the Pensacola courthouse under a General Services Administration (GSA) Delegation of Authority Program. The Building Manager supervises Facilities Maintenance Technician(s). The responsibilities include: analyzing work requests; estimating costs; developing bid specifications; planning project schedules; reviewing, inspecting, accepting and certifying projects for payment. The Building Manager must apply relevant Federal Property Management Regulations (FPMR);and Federal Acquisition Regulations (FAR) applicable to construction, repairs, alterations, maintenance services, equipment and supplies acquisition.

**Duties and Responsibilities:**

- Serves as a contracting officer performing the full range of contract specialist duties from initiation to termination.
- Performs work related to the contract pre-award process.
- Performs contracting work, using formal solicitations, bidding and award procedures.
- Reviews estimates and charges from the U.S. District Court's Building Services Operation.
- Conducts studies regarding protection of the building, occupant agency employees and visitors. Implements and evaluates appropriate protective programs.
- Develops and administers a materials control program.
- Provides support and information to the Clerk of Court, Chief Deputy and Financial Administrator on the status of the Court's Delegation of Authority budget.
- Maintains effective personal contact with all tenant agencies, government officials, city and business representatives.
- Holds primary responsibility for ensuring that adequate daily facilities support and services, such as, daily cleaning and routine maintenance, are provided at Delegation sites.

- Reviews requests for construction projects, including cost estimates, manpower requirements, time schedules and materials required. Establishes all cost estimates required as an integral part of the GSA Delegation of Authority Program.
- Prepares work schedules and projection control methods to carry out operations.
- Maintains records on the consumption and cost of utilities ensuring compliance with all GSA building regulations.
- Implements, inspects and enforces policies and standards pertaining to the operations of concessions, to the extent the Delegation of Authority specifies.
- Administers Facilities Safety and Environmental Management program.
- Provides purchasing, accounting and administrative support as necessary for day-to-day operations.
- Resolves questions and problems which arise with a high degree of tact, diplomacy and persuasiveness.
- Meets regularly with all building occupants to ensure all needs are met.
- Performs other duties as assigned by the Clerk of Court.
- Travels to other divisions and training sites as required.

**Location:**

This position is located in the U.S. Courthouse, Pensacola, Florida, a 5-story building, consisting of 87,500 gross square feet, 69,015 occupied square feet, with attached parking garage and parking lot.

**Reports to:** This position reports to Clerk of Court through the Resident Deputy-in-Charge.

**Preferred Qualification Requirements:**

The unique nature of the Facilities Management and Space Planning mission requires specialized knowledge of building construction and repair, related tools, equipment, and materials. Knowledge of the United States Code, Federal Acquisition Regulations, and General Services Acquisition Regulations is highly desired. Bachelors, or post graduate degree in Contract Administration or Accounting is preferred. Degree in engineering, architecture, or business administration preferred.

Must be warranted by GSA, or other federal agency, for \$25,000.00 or more.

**General/Specialized Requirements:**

Applicants must have at least six years experience, as follows: 1) Three years of experience (in the last five years) as a building manager of a comparable private or public sector building (between 60,000 and 100,000 BOMA rentable square feet) providing all services such as operations and maintenance of major building systems, janitorial and related services, repair and alterations, energy conservation and management program, safety and protection programs and other building services. 2) Three years of general administrative, analytical, or professional experience which provides evidence that the applicant has a good understanding of methods and administrative processes for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills and abilities in the resolution of problems. 3) Three years of progressively responsible contracting experience (within the last five years) which is in, or directly related to, the work of this position and which has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully. Specialized experience is progressively responsible and increasingly complex experience that has provided the applicant with the knowledge of various types of contracts and their application; methods of contracting and selection factors to plan procurement strategies; and conduct negotiations and properly administer contracts. Requires a knowledge of price and cost analysis; commercial practices and price applications sufficient to identify sources; analyze cost proposals and evaluate offers. Experience in cost-benefit analysis; contract negotiation; accounting principles to perform cost and pricing analysis; and knowledge of automated data base management systems; and computer literacy is required.

**Application Requirements:**

Submit a cover letter, along with a summary resume and salary history. All applicants must include a separate written statement, describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section. Include clear and concise examples of your experience, accomplishments, and responsibilities as they relate specifically to this announcement and the position overview. Please identify with specifics any and all current or past warrant authority. A valid driver's license is also required.

**Apply to:**

**Robert A. Mossing  
Clerk of Court  
United States District Court  
PO Box 936  
Tallahassee, Florida 32302**

For more information about the court, visit our web site at <http://www.flnd.uscourts.gov>.

**Benefits:**

Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-will” employees. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other federal government employees and enhanced Judiciary-only benefits such as:

- ! 13 days of paid vacation for the first three calendar years.
- ! 10 paid national holidays per calendar year.
- ! Pre-tax Federal Employees Health Insurance Program.
- ! Group Life Insurance, Long Term Care Insurance Program, Long Term Disability program.
- ! Pre-tax Flexible Spending Account.
- ! Retirement Program with investment opportunities through the Thrift Savings Plan.
- ! Mandatory EFT (electronic funds transfer) participation for payment of net pay.

**NOTE: INTERVIEW EXPENSES AND/OR RELOCATION EXPENSES MUST BE BORN BY THE APPLICANTS.**

**The United States District Court is an Equal Opportunity Employer.**

**Employment references and criminal and financial background checks will be initiated prior to any job offer. The successful candidate may be required to undergo random drug testing.**

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